

PHA Plans

5-Year Plan for Fiscal Years 2008 – 2012

Annual Plan for Fiscal Year 2008

MT. CLEMENS HOUSING COMMISSION

Dated: Sept. 2, 2008 – Revised Final Submittal

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Mount Clemens Housing Commission

PHA Number: MI028

PHA Fiscal Year Beginning: 07/2008

PHA Programs Administered:

☐ Public Housing and Section 8 ☐ Section 8 Only

☒ Public Housing Only

Number of public housing units:

Number of S8 units:

Number of public housing units: **288**

Number of S8 units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA is:
50 Church Street, Mount Clemens, Michigan 48043
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ other (list below)
One Crocker Blvd., Mount Clemens, Michigan 48043

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government

- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ **Main business office of the PHA**
50 Church Street, Mount Clemens, Michigan 48043
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2008 - 2012

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

The mission of the Mt. Clemens Housing Commission is to be the leader in making excellent affordable housing available for low and moderate-income persons through effective management and wise stewardship of public funds. We will also partner with our residents and others to enhance the quality of life in our communities.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ **PHA Goal: Expand the supply of assisted housing**

Objectives:

- ☐ Apply for additional rental vouchers:
- ☒ **Reduce public housing vacancies:**
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☒ **Other** (list below)
Increase customer satisfaction

☒ **PHA Goal: Improve the quality of assisted housing**

Objectives:

- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ **PHA Goal: Increase assisted housing choices**

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☒ **Implement public housing site-based waiting lists:**
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ **PHA Goal: Provide an improved living environment**

Objectives:

- ☒ **Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☒ **Designate developments or buildings for particular resident groups (elderly, persons with disabilities)**
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ **PHA Goal: Promote self-sufficiency and asset development of assisted households**

Objectives:

- ☒ **Increase the number and percentage of employed persons in assisted families:**
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

☒ Other PHA Goals and Objectives: (list below)

1. Monitor crime at Housing Authority properties
2. Improve security as needed.
3. Establish preventive maintenance programs.
4. Monitor resident's comments and complaints for emerging customer trends.
5. Implement improvements in systems and practices as needed.
6. Establish a senior/elderly only building.

Progress in Meeting the Mission and Goals Described in the 5-Year Plan

- The Mount Clemens Housing Commission continues to strive to provide safe, decent, affordable, marketable housing for persons with low to moderate income.
- The properties of the Commission ranges in age, our oldest properties began in construction in 1959, completed in 1962. Our youngest building was constructed in 1975.
- In order to continue providing quality housing for our residents, our 49 and 33 years old properties require many capital improvements.
- The PHA annual and 5 year plans are the Commission's best attempt at keeping the properties in the best livable condition and making upgrades that meet code requirements.
- The Commission continues to utilize the capital funds as the major component in keeping the properties in good condition for our residents.
- The ages of our buildings creates unforeseen challenges that are sometimes not a part of the agency plan, although we attempt to determine what needs to be addressed, and when.
- We have been able to progress forward using our 5-year plan as the blueprint.
- We have more needs in terms of capital improvements than we have funds necessary to complete the needed work on the properties. Our funding is constantly being reduced in a time when more funds are needed to complete necessary projects without interruptions.
- We attempt to balance our projects in a manner that allows us to provide some improvements to all our properties on an annual basis. If we had more funding we

would be able to complete more projects totally instead of phasing in projects over time.

- Even with the challenges of shrinking capital funds, higher material and labor costs, the Commission continues to move forward in an aggressive and planned manner, providing the much needed capital improvements to our properties.
- The Commission is on schedule with the planned work displayed in our 5-year plan and annual plans.
- We continue to meet our goals in the areas of mission and capital improvement work based on our submitted agency plans.

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.12]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan (optional)

[24 CFR Part 903.12 (b), 24 CFR 903.7(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

EXECUTIVE SUMMARY

The Mount Clemens Housing Commission has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The Mission Statement presented in this plan was developed by the Mt. Clemens Housing Commission and formerly adopted and is reflective of the goals of this Housing Commission. Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Consolidation Plan. In summary, we are on course to maintain and improve the conditions of affordable housing in Mount Clemens, Michigan.

We have adopted the following Mission statement to guide the activities of the Mount Clemens Housing Commission.

The mission of the Mt. Clemens Housing Commission is to be the leader in making excellent affordable housing available for low and moderate-income persons through effective management and wise stewardship of public funds. We also partner with our residents and others to enhance the quality of life in our communities.

The goals and objectives adopted by the Mount Clemens Housing Commission are as follows:

Goal One: Manage the Mount Clemens Housing Commission's existing public housing

MOUNT CLEMENS HOUSING COMMISSION
ANNUAL PLAN FY 2008

program in a efficient and effective manner thereby qualifying as a high performer under the Public Housing Assessment System (PHAS).

Objectives:

1. HUD shall recognize the Mount Clemens Housing Commission as a high performer in its PHAS score by the fiscal year ending June 30, 2009.
2. The Mount Clemens Housing Commission shall make Clemens Towers high-rise units more marketable to the entire community by June 30, 2009.
3. The Mount Clemens Housing Commission shall achieve and sustain an occupancy rate of 95% by June 30, 2009.
4. The Mount Clemens Housing Commission shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Make public housing the affordable housing of choice for the very low income residents of our community.

Objectives:

1. The Mount Clemens Housing Commission shall achieve enhanced curb appeal for its housing developments by improving its streetscape, maintaining its landscaping, making its properties litter free and other actions by June 30, 2009.
2. The Mount Clemens Housing Commission shall achieve and maintain an average response time of 7 days in responding to routine work orders by June 30, 2009.
3. The Mount Clemens Housing Commission shall establish an aggressive preventative maintenance program and improve the physical condition of all its properties and increase its PHAS physical condition score to 90% by Fiscal Year June 30, 2009.

Goal Three: Operate the Mount Clemens Housing Commission in full compliance with all Equal Opportunity laws and regulations.

Objectives:

1. The Mount Clemens Housing commission shall mix its public housing development populations as much as possible with respect to ethnicity, race and income.
2. Ensure full compliance with applicable standards and regulations as well as generally accepted accounting principles.
3. Maintain all programs of the Mount Clemens Housing Commission in a fiscally responsible manner realizing that our survival is dependent upon continued HUD funding.
4. The Mount Clemens Housing Commission shall attempt to increase non-revenue income by a minimum of 5 percent per year to reduce the need for Federal operating Subsidies by June 30, 2009.
5. The Mount Clemens Housing Commission shall continue to generate sufficient

revenues to cover operating expenses by generating outside sources of funding.

Goal Four: Enhance the image of public housing in the Mount Clemens community.

Objective:

1. The Mt. Clemens Housing commission shall speak to at least two (2) civic, religious, or fraternal groups a year to explain how important these community groups are to the housing community by June 30, 2009.

Highlights of the 2008 PHA Annual Plan:

- We have adopted four local preferences: for victims of domestic violence, for individuals paying more than 50% of family income for rent, for individuals working at least 20 hours per week (seniors and people with disabilities automatically gets this preference) and for individuals who live or work in Mount Clemens.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have implemented a thorough screening policy for public housing applicants to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices meet all fair-housing requirements.
- We have established a minimum rent of \$50.00
- We have established flat rents for all developments based on 70% of fair market rents reduced from 80% to better facilitate Goal #3.
- In an attempt to encourage work and advancement in the workplace, we are not requiring re-certifications if a resident has an increase in income. The increase will be reported at the next regular re-certification.
- Our capital expenditure program for family housing will continue to use defensible space designs to reinforce the Public Housing Drug Elimination Program work that is being done within our neighborhoods.
- We will continue to work with other agencies such as the Macomb County Health Department and local law enforcement agencies to bring in essential services to our neighborhoods.
- The status of the waiting list changes from year to year and this year's adjustment reflects this.

The Mount Clemens Housing Commission is committed to improving the condition of our housing and thus improving the lives of the residents we serve.

iii. Annual Plan Table of Contents

[24 CFR Part 903.12(b)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration (**Included In Plan**)
- ☒ FY 2008 Capital Fund Program Annual Statement (**Included In Plan**)
- ☐ Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- ☒ List of Resident Advisory Board Members (**See Attachment "A"**)
- ☒ List of Resident Board Member (**See Attachment "A"**)
- ☒ Community Service Description of Implementation (**Included In Plan**)
- ☒ Information on Pet Policy (**Included In Plan**)
- ☐ Section 8 Homeownership Capacity Statement, if applicable
- ☐ Description of Homeownership Programs, if applicable

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2008 Capital Fund Program 5 Year Action Plan (**Included In Plan**)
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Included in Plan**)
- ☒ Other (List below, providing each attachment name)

Attachment "B"

2007 Capital Fund Program P & E Reports as of 12/31/07 [rev. 07-08-08]

2006 Capital Fund Program P & E Reports as of 12/31/07 [rev. 07-08-08]

2005 Capital Fund Program P & E Reports as of 12/31/07 [rev. 07-08-08]

2004 Capital Fund Program P & E Reports as of 12/31/07 [rev. 07-08-08]

Attachment "C"

Audit Findings as of June 30, 2007

Finding 1: Upfront Income Verification (UIV) Discrepancies

Finding 2: Control Deficiency – Lines of Authority

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs of families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	written analysis of Section 8 payment standard policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Other supporting documents: Public Housing Grievance Procedures	Annual Plan: Grievance Procedures

1. Statement of Housing Needs

[24 CFR Part 903.12 (b), 903.7(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	3851	5	2	3	NA	2	1
Income >30% but <=50% of AMI	3261	4	2	2	NA	2	1
Income >50% but <80% of AMI	4387	3	2	2	NA	2	1
Elderly	3543	3	2	2	3	2	1
Families with Disabilities	3700	3	2	2	3	2	1
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ **Consolidated Plan of the Jurisdiction/s**
 Indicate year: **2005-2009 Macomb County, Michigan**
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
 Indicate year:
- ☐ Other housing market study
 Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	367		94
Extremely low income <=30% AMI	286	78%	
Very low income (>30% but <=50% AMI)	73	20%	
Low income (>50% but <80% AMI)	8	2%	
Families with children	207	56%	
Elderly families	48	13%	
Families with Disabilities	67	18%	
Race/ethnicity	NA		
Race/ethnicity	NA		
Race/ethnicity	NA		
Race/ethnicity	NA		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	63		
2 BR	55		
3 BR	38		
4 BR	34		
5 BR	12		
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 11 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ **Employ effective maintenance and management policies to minimize the number of public housing units off-line**
- ☒ **Reduce turnover time for vacated public housing units**
- ☒ **Reduce time to renovate public housing units**
- ☒ **Seek replacement of public housing units lost to the inventory through mixed finance development**
- ☒ **Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources**
- ☒ **Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
- ☒ **Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required**
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-

- ☐ based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ **Employ admissions preferences aimed at families who are working**
- ☒ **Adopt rent policies to support and encourage work**
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ **Seek designation of public housing for the elderly**
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ **Affirmatively market to local non-profit agencies that assist families with disabilities**
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ **Affirmatively market to races/ethnicities shown to have disproportionate housing needs**
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ **Funding constraints**
- ☒ **Staffing constraints**
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ **Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ **Results of consultation with local or state government**
- ☒ **Results of consultation with residents and the Resident Advisory Board**
- ☒ **Results of consultation with advocacy groups**
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	782,976	
b) Public Housing Capital Fund	459,798	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2006	385,753	Capital Improvements & Modernizations
FY 2007	390,440	Capital Improvements & Modernizations
3. Public Housing Dwelling Rental Income	600,000	Operations
4. Other income (list below)		
Laundry/Late Fees/Roof Top	63,000	Operations
5. Non-federal sources (list below)		
Investment Income	47,000	Operations
Total resources	\$ 2,728,967	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing?
☒ **When families are within a certain number of being offered a unit: (5-30 days)**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?
☒ **Criminal or Drug-related activity**
☒ **Rental history**
☒ **Housekeeping**
- c. ☒ **Yes** ☐ **No:** Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ **Yes** ☒ **No:** Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ **Yes** ☒ **No:** Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
☒ **Community-wide list**
☐ Sub-jurisdictional lists
☒ **Site-based waiting lists**
☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
☒ **PHA main administrative office**
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? **One (1)**
2. ☒ **Yes** ☐ **No:** Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? **One (1)**
3. ☒ **Yes** ☐ **No:** May families be on more than one list simultaneously
If yes, how many lists? **Two (2)**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ **PHA main administrative office**
- ☐ All PHA development management offices
- ☒ **Management offices at developments with site-based waiting lists**
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☒ **Three or More**

b. ☒ **Yes** ☐ **No**: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☒ **Yes** ☐ **No**: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies: In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ **Emergencies**
- ☒ **Over-housed**
- ☒ **Under-housed**
- ☒ **Medical justification**
- ☒ **Administrative reasons determined by the PHA (e.g., to permit modernization work)**
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ **Yes** ☐ **No**: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ **Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- ☒ **Victims of domestic violence**
- ☒ **Substandard housing**
- ☐ Homelessness
- ☒ **High rent burden (rent is > 50 percent of income)**

Other preferences: (select below)

- ☒ **Working families and those unable to work because of age or disability**
- ☐ Veterans and veterans' families
- ☒ **Residents who live and/or work in the jurisdiction**
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ **Victims of reprisals or hate crimes**
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences:

1. Date and Time
2. Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
3. Victims of domestic violence
4. Substandard housing
5. Homelessness
6. High rent burden

Other preferences (select all that apply)

- ☒ **Working families and those unable to work because of age or disability**
- ☐ Veterans and veterans' families
- ☒ **Residents who live and/or work in the jurisdiction**
- ☒ **Those enrolled currently in educational, training, or upward mobility programs**
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ **Victims of reprisals or hate crimes**
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ **Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ **The PHA-resident lease**
- ☒ **The PHA's Admissions and (Continued) Occupancy policy**
- ☒ **PHA briefing seminars or written materials**
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ **Any time family composition changes**
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ **No:** Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ **No:** Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☒ **Other** (list policies and developments targeted below)
Preference for working families
Establishing flat rents

d. ☒ **Yes** ☐ **No:** Did the PHA adopt any changes to **other** policies based on the

results of the required analysis of the need for de-concentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☒ **Actions to improve the marketability of certain developments**
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ **Not applicable: results of analysis did not indicate a need for such efforts**
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ **Not applicable: results of analysis did not indicate a need for such efforts**
- ☐ List (any applicable) developments below

**MOUNT CLEMENS HOUSING COMMISSION
POLICY ON DECONCENTRATION
PROJECT MI 28-1, 28-2 & 28-3**

Pursuant to the Quality Housing and Work Responsibility Act of 1998 (QHWRA) Section 513-Public Housing and Section 8 Targeting contains certain provisions relative to the deconcentration of Public housing communities. The Mount Clemens Housing Commission hereby provides the following information and police statement relative to de-concentration of Clemens Towers (elderly/disabled) and Scattered Sites (family) single-family homes.

MICHIGAN 28-1 and 28-2, CLEMENS HOMES, SCATTERED SITE HOMES (160)

The Housing Commission has several one, two, three, four and five bedroom units located in various communities in Mt. Clemens. The final de-concentration rule exempts Housing Agencies with only one general family housing development.

MICHIGAN 28-3, CLEMENS TOWERS (94)

The final deconcentration rule exempts elderly/disabled housing developments for the analysis.

The above information is submitted pursuant to:

- A.) 24 CPR 903, rule to Deconcentrate Poverty and Promote Integration in Public Housing; final rule dated December 22, 2000 and;
- B.) 24 CFR 903, Public Housing Agency Plans: Deconcentration-Amendments to Establish Income Range Definition; Proposed Rule dated August 15, 2001.

DECONCENTRATION POLICY

It is Mount Clemens Housing Commission's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward "this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and nondiscrimination manner."

The Mount Clemens Housing Commission will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of families on the waiting list.

Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

DECONCENTRATION INCENTIVES

The Mount Clemens Housing Commission may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

OFFER OF A UNIT

When the Mount Clemens Housing Commission discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration goal and/or the income targeting goal. The Mount Clemens Housing Commission will contact the family first by telephone to make the unit offer.

If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Mount Clemens Housing Commission regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Mount Clemens Housing Commission will send the family a letter documenting the offer and the rejection.

REJECTION OF UNIT

If in making the offer to the family Mount Clemens Housing Commission skipped over other families on the waiting list in order to meet their deconcentration goals or offered the family any other de-concentration incentives and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Mount Clemens Housing Commission did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application date in time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects, the good cause any unit offer, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work.

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☐ Criminal or drug-related activity only to the extent required by law or regulation
 - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug-related activity (list factors below)
 - ☐ Other (list below)
- b. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
 - ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
 - ☐ Other (list below)

(3) Search Time

- a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit? If yes, state circumstances below:

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)

- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection,

and admissions to any special-purpose section 8 program administered by the PHA contained?
(select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ **The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)**

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (Select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ **\$26-\$50**

2. ☒ **Yes** ☐ **No:** Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- A. When the family has lost eligibility for or is waiting an eligibility determination for a federal, state or local assistance programs.**
- B. When the family would be evicted as a result of the imposition of the minimum rent.**
- C. When the income of the family had decreased because of changed circumstances, including loss of employment.**
- D. When the family has increase in expenses because of changed circumstances for medical costs, child care, transportation, education or similar items**
- E. When a death has occurred in the family.**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ **No:** Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ **For the earned income of a previously unemployed household member**

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ **No**

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly **only**)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95th percentile rents

☐ 75 percent of operating costs

☐ 100 percent of operating costs for general occupancy (family) developments

☐ Operating costs plus debt service

- ☐ The “rental value” of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- ☐ Never
☐ At family option
☒ **Any time the family experiences an income increase**
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

- g. ☐ Yes ☒ **No:** Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☐ The section 8 rent reasonableness study of comparable housing
☒ **Survey of rents listed in local newspaper**
☐ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA’s payment standard? (select the category that best describes your standard)
- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- ☐ FMRs are adequate to ensure success among assisted families in the PHA’s segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket

☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

Executiver Director, Housing Manager, Administrative Assistant, Bookkeeper, Modernization Coordinator (part time) and three (3) Maintenance personnel.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	288	65
Section 8 Vouchers	NA	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	0	
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy Policy

Drug Free Workplace Policy

Equal Opportunity Policies

Maintenance Policy

Personnel Policies

Procurement Policy

Travel Policy

(2) Section 8 Management: (list below)

NA

6. **PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. **Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. **Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number: MI28P02850150 FFY of Grant Approval: 2008

☐ Original Annual Statement ☒ Revised Annual Statement dated May 30, 2008

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$90,000
3	1408 Management Improvements	\$37,190
4	1410 Administration	\$50,700
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$20,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$26,358
10	1460 Dwelling Structures	\$235,550
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-Dwelling Structures	
13	1475 Non-Dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$459,798
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table (Sheet 1 of 2)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	<u>Operations</u>	1406	
	A. Operations		90,000
	SUBTOTAL		90,000
PHA Wide	<u>Management Improvements</u>	1408	
	A. Commissioner & Staff Training		10,000
	B. Software Upgrades		2,250
	C. Office Equipment		2,540
	D. Maintenance skills training		6,400
	E. Portion of staff salaries		16,000
	SUBTOTAL		37,190
PHA Wide	<u>Adminstration</u>	1410	
	A. Modernization Coordinator		50,700
	SUBTOTAL		50,700
PHA Wide	<u>Fees & Costs</u>	1430	
	A. A & E Fees & Reimbursibles		20,000
	B. Accountant's Fees		- 0 -
	SUBTOTAL		20,000
PHA Wide	<u>Site Improvements</u>	1450	
	A. Walks upgrades / P-lot resurface		13,700
	B. Landscaping, trim trees & shrubs		2,000
	C. Drainage Improvements		10,658
	SUBTOTAL		26,358

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	<u>Dwelling Structures</u>	1460	
MI 28-1 & 2	A. Paint buildings' exterior		5,500
MI 28-1, 2, 3 & 4	B. Paint unit interiors		17,000
MI 28-1, 2, 3 & 4	C. Flooring Upgrades		8,000
MI 28-1 & 2	D. Replace kitchen cabinets / counters		10,000
MI 28-1 & 2	E. Repair closet doors		5,000
MI 28-2	F. Install door bells		6,000
MI 28-2 & 3	G. Replace bathtubs with shower stalls		60,000
MI 28-1 & 2	H. Replace water heaters		10,000
MI 28-1, 2, 3 & 4	I. Exterior Repairs & Upgrades		8,000
MI 28-3	J. Carpet Upgrades (selected units)		3,500
MI 28-2	K. Bldg. Envelope Energy Efficiency		45,000
MI 28-1	L. Replace furnaces (selected units)		6,000
MI 28-2	M. Stabilize building's foundations		- 0 -
MI 28-1, 2, 3 & 4	N. Interior Upgrades		18,000
MI 28-4	O. Electrical upgrade /100 AMP service		- 0 -
MI 28-3 & 4	P. Boiler upgrade/replacement		20,000
MI 28-1, 2 & 3	Q. Section 504 Compliance Upgrades		9,550
MI 28-4	R. Upgrade / Replace Door Entry Sys.		- 0 -
MI 28-4	S. Upgrade plumbing/heating system		2,000
MI 28-1, 2 & 4	T. Replace Windows		- 0 -
MI 28-3	U. Repair / Replace Generator		2,000
	SUB TOTAL		235,550
	TOTAL		459,798

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**Capital Fund Program No: **MI28 PO28 501 07**Federal FY of Grant: **2008**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	06/12/2010	06/12/2012
MI 28-1 Clemens Homes	06/12/2010	06/12/2012
MI 28-2 Clemens Homes	06/12/2010	06/12/2012
MI 28-3 Clemens Tower	06/12/2010	06/12/2012
MI 28-4 Clemens Manor	06/12/2010	06/12/2012

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional Table for 5-Year Plan for Capital Fund (component 7)

5 YEAR ACTION PLAN

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

DEVELOPMENT NUMBER:
PHA WIDE (MI-28-1, 2, 3 & 4)

DEVELOPMENT NAME:
MOUNT CLEMENS HOUSING COMMISSION

Fiscal Years Commencing July 1, 2008 through June 30, 2012

Description of Needed Improvement	Units Involved	Estimated Costs	Planned Year Implementation
Operations	288	90,000	2008
Management Improvements	288	21,190	2008
Administration	288	59,700	2008
A/E Fees & Costs	288	20,000	2008
Operations	288	90,000	2009
Management Improvements	288	30,000	2009
Administration	288	60,000	2009
A/E Fees & Costs	288	25,000	2009
Operations	288	90,000	2010
Management Improvements	288	30,000	2010
Administration	288	60,000	2010
A/E Fees & Costs	288	25,000	2010
Operations	288	95,000	2011
Management Improvements	288	35,000	2011
Administration	288	65,000	2011
A/E Fees & Costs	288	30,000	2011
Operations	288	95,000	2012
Management Improvements	288	35,000	2012
Administration	288	65,000	2012
A/E Fees & Costs	288	30,000	2012

SUMMARY

Operations	288	460,000	2008 - 2012
Management Improvement	288	151,190	2008 - 2012
Administration	288	309,700	2008 - 2012
A/E Fees & Costs	288	130,000	2008 - 2012
TOTAL		1,050,890	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI-028-1	Clemens Homes		
Description of Needed Physical Improvements		Estimated Cost	Start Date (Fiscal Year)
Note: See Annual Plan Statement for 2008 MI-028-1 Detail		49,629	2008
Site Walks, Landscaping & Drainage Improvements		7,000	2009
Paint & upgrades to buildings' exterior		12,000	2009
Paint unit interior (selected units)		5,000	2009
Flooring & Interior Upgrades		27,000	2009
Upgrades / Replacement Kitchen Cabinets / Countertops		7,000	2009
Replace water heaters / furnaces		28,000	2009
Exterior Sealants - Repairs & Upgrades		5,000	2009
Upgrades / Repairs to Plumbing Systems		2,000	2009
Replace storm doors / windows		20,000	2009
Upgrade Electrical Services		8,000	2009
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2009
Site Walks, Landscaping & Drainage Improvements		7,000	2010
Paint & upgrades to buildings' exterior		12,000	2010
Paint unit interior (selected units)		10,000	2010
Upgrade Flooring & Interiors		17,500	2010
Upgrades / Replacement Kitchen Cabinets / Countertops		8,000	2010
Replace water heaters / furnaces		17,000	2010
Energy Efficiency of buildings' envelope		25,000	2010
Upgrades / Repairs to Plumbing Systems		2,500	2010
Replace storm doors / windows		12,000	2010
Upgrade Electrical Services		10,000	2010
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2010
Site Walks, Landscaping & Drainage Improvements		7,000	2011
Paint & upgrades to buildings' exterior		6,000	2011
Paint unit interior (selected units)		5,000	2011
Flooring Upgrades		12,500	2011
Upgrades / Replacement Kitchen Cabinets / Countertops		10,000	2011
Upgrade / Repairs Closet Doors		5,000	2011
Upgrade Bathrooms		15,000	2011
Replace water heaters / furnaces		11,000	2011
Energy Efficiency of buildings' envelope		20,000	2011
Interior Upgrades		5,000	2011
Upgrades / Repairs to Plumbing Systems		2,000	2011
Replace storm doors / windows		10,000	2011
Upgrade Electrical Services		8,500	2011
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2011
Shingle Roof Repairs		4,000	2011

Optional 5-Year Action Plan Tables (Continued) MI-028-1 Clemens Homes		
Description of Needed Physical Improvements	Estimated Cost	Start Date (Fiscal Year)
Site Walks, Landscaping & Drainage Improvements	7,000	2012
Paint & upgrades to buildings' exterior	6,000	2012
Paint unit interior (selected units)	5,000	2012
Flooring Upgrades	12,500	2012
Upgrades / Replacement Kitchen Cabinets / Countertops	10,000	2012
Install Door Bell System (2 nd Phase)	6,000	2012
Upgrade Bathrooms	10,000	2012
Replace water heaters / furnaces	15,000	2012
Energy Efficiency of buildings' envelope	20,000	2012
Interior Upgrades	2,000	2012
Upgrades / Repairs to Plumbing Systems	2,500	2012
Replace storm doors / windows	10,000	2012
Upgrade Electrical Services	10,000	2012
Pilot Program – Air Conditioning Units (Window Type – Selected Units)	5,000	2012
Shed Maintenance & Repairs	5,000	2012
MI-028-1 Total Estimated Cost over the next five (5) years	\$553,629	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI-028-2	Clemens Homes		
Description of Needed Physical Improvements		Estimated Cost	Start Date (Fiscal Year)
Note: See Annual Plan Statement for 2008 MI-028-2 Detail		118,679	2008
Site Walks, Landscaping & Drainage Improvements		4,200	2009
Paint & upgrades to buildings' exterior		5,000	2009
Flooring & Interior Upgrades		10,000	2009
Upgrades / Replacement Kitchen Cabinets / Countertops		4,200	2009
Upgrade Bathrooms		30,000	2009
Replace water heaters / furnaces		12,000	2009
Upgrade / Replace storm doors & windows		12,600	2009
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2009
Site Walks, Landscaping & Drainage Improvements		4,200	2010
Paint & upgrades to buildings' exterior		5,000	2010
Paint Unit Interiors		6,000	2010
Flooring & Interior Upgrades		5,000	2010
Upgrades / Replacement Kitchen Cabinets / Countertops		5,000	2010
Upgrade Bathrooms		30,000	2010
Replace water heaters / furnaces		8,000	2010
Energy Efficiency of buildings' envelope		4,800	2010
Upgrade Electrical Services		10,000	2010
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2010
Site Walks, Landscaping & Drainage Improvements		4,200	2011
Paint Unit Interiors		5,000	2011
Flooring & Interior Upgrades		8,000	2011
Upgrades / Replacement Kitchen Cabinets / Countertops		3,800	2011
Upgrade Bathrooms		30,000	2011
Replace water heaters / furnaces		6,000	2011
Energy Efficiency of buildings' envelope		21,000	2011
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2011
Site Walks, Landscaping & Drainage Improvements		4,200	2012
Paint Unit Interiors		6,000	2012
Flooring & Interior Upgrades		8,000	2012
Upgrades / Replacement Kitchen Cabinets / Countertops		5,000	2012
Upgrade Bathrooms		25,000	2012
Replace water heaters / furnaces		5,000	2012
Energy Efficiency of buildings' envelope		24,800	2012
Pilot Program – Air Conditioning Units (Window Type – Selected Units)		5,000	2012
Total estimated cost over next 5 years		\$450,679	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI-028-3	Clemens Towers		
Description of Needed Physical Improvements		Estimated Cost	Start Date (Fiscal Year)
Note: See Annual Plan Statement for 2008 MI-028-3 Detail		81,600	2008
Site Walks, Landscaping & Drainage Improvements		7,000	2009
Paint Unit Interiors		2,000	2009
Flooring & Interior Upgrades		12,500	2009
Boiler Upgrades & Maintenance		5,500	2009
Energy Efficiency of buildings' envelope		85,000	2009
Elevator Cab Modernization		10,000	2009
Site Walks, Landscaping & Drainage Improvements		7,000	2010
Paint Unit Interiors		1,000	2010
Flooring & Interior Upgrades		13,500	2010
Boiler Upgrades & Maintenance		5,500	2010
Energy Efficiency of buildings' envelope		95,000	2010
Site Walks, Landscaping & Drainage Improvements		7,000	2011
Paint Unit Interiors		4,000	2011
Flooring & Interior Upgrades		9,500	2011
Upgrades / Replacement Kitchen Cabinets / Countertops		11,500	2011
Upgrade Bathrooms		60,000	2011
Electrical & Lighting Upgrades		9,500	2011
Boiler Upgrades & Maintenance		5,500	2011
Plumbing Systems upgrades & maintenance		15,000	2011
Non-Dwelling Equipment		25,000	2012
Site Walks, Landscaping & Drainage Improvements		7,000	2012
Paint Unit Interiors		5,000	2012
Flooring & Interior Upgrades		25,000	2012
Upgrades / Replacement Kitchen Cabinets / Countertops		20,000	2012
Carpet Replacement Selected Units		9,500	2012
Electrical & Lighting Upgrades		20,000	2012
Boiler Upgrades & Maintenance		5,500	2012
Generator Maintenance & Upgrades		5,000	2012
Total estimated cost over next 5 years		\$569,600	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI-028-4	Clemens Manor		
Description of Needed Physical Improvements		Estimated Cost	Start Date (Fiscal Year)
Note: See Annual Plan Statement for 2008 MI-028-4 Detail		19,000	2008
Non-Dwelling Structure – Quonset Hut (PHA wide Storage Facility)		15,000	2009
Site Walks, Landscaping & Drainage Improvements		1,000	2009
Paint Unit Interiors		2,500	2009
Flooring & Interior Upgrades		5,500	2009
Upgrades / Replacement Kitchen Cabinets / Countertops		10,000	2009
Bathroom Upgrades		10,000	2009
Energy Efficiency of buildings' envelope		4,000	2009
Electrical & Lighting Upgrades		9,000	2009
Boiler Upgrades & Maintenance		3,000	2009
Site Walks, Landscaping & Drainage Improvements		1,000	2010
Paint Unit Interiors		2,000	2010
Flooring & Interior Upgrades		1,500	2010
Upgrades / Replacement Kitchen Cabinets / Countertops		12,500	2010
Energy Efficiency of buildings' envelope		17,000	2010
Carpeting (Selected Units)		5,000	2010
Replace / Upgrade Door Entry System		6,000	2010
Site Walks, Landscaping & Drainage Improvements		2,500	2011
Paint Unit Interiors		2,500	2011
Flooring & Interior Upgrades		4,000	2011
Upgrades / Replacement Kitchen Cabinets / Countertops		10,000	2011
Upgrade Bathrooms		10,000	2011
Energy Efficiency of buildings' envelope		4,500	2011
Electrical & Lighting Upgrades		8,000	2011
Boiler Upgrades & Maintenance		3,500	2011
Site Walks, Landscaping & Drainage Improvements		2,500	2012
Paint Unit Interiors		2,500	2012
Flooring & Interior Upgrades		4,000	2012
Upgrades / Replacement Kitchen Cabinets / Countertops		2,500	2012
Boiler System Maintenance & Upgrades		10,000	2012
Energy Efficiency of buildings' envelope		20,000	2012
Boiler Upgrades & Maintenance		3,500	2012
Total estimated cost over next 5 years		\$214,000	

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ **No:** a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes ☒ **No:** c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- ☐ Yes ☒ **No:** d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- ☐ Yes ☒ **No:** e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ **No:** Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)
2. Activity Description
- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
2. Activity Description
- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	

Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current

status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11 Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 8.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.
Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?
If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies - Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
☒ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Landscape/grounds maintenance	4	Specific criteria	Main office	Public housing
Health Information Office	1,455	Open to all	169 North Walnut	Open
Nutrition programs	50	Open to all	Main office	Open
Interior cleaning/ custodial	4	Specific criteria	Main office	Public housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below):

Resident Assessment and Satisfaction Survey

3. Which developments are most affected? (list below)

**Clemens Homes-MI28P028001 and MI28P028002;
Clemens Manor-MI28P028004**

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-

- ☐ and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Clemens Homes-MI28P028001 and MI28P028002; Clemens Manor-MI28P028004

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Clemens Homes-MI28P028001 and MI28P028002; Clemens Manor-MI28P028004

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

I. The Mount Clemens Housing Commission Pet Policy

In compliance with the Quality Housing and Work Responsibility Act of 1998 (Public Housing Reform Act), and 24 CFR part 960 final rule for pet ownership in public housing effective August 9, 2001 the Mount Clemens Housing Commission will permit residents of public housing to own and keep common household pets in their apartment. This policy sets for the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

Common Household pets are defined as follows:

Birds: Including canaries, parakeets, finch and other species that are normally kept caged birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one tank or aquarium is permitted per apartment.

Dogs: Are not to exceed the size of a standard poodle. All dogs must be neutered or spayed (male and female).

Cats: All cats must be neutered, spayed and de-clawed. At no time will the MCHC approve of exotic pets such as snakes, monkeys, rodents or any other dangerous animals.

II. **Registration** - Every pet must be registered with the Mount Clemens Housing Commission's management prior to moving that pet into the building and updated annual thereafter. Registration requires the following:

- A. A certificate signed by a licensed veterinarian, state and local authority stating that the pet has received all inoculations required by the state and local law.
- B. Proof of current license.
- C. Identification tags bearing the owner's name, address and phone number for both dogs and cats.
- D. Proof of neutering or spaying and or declawing for both dogs and cats.
- E. Photograph no larger than 4x6 of pet or aquarium.
- F. The name, address and phone number of a responsible party that will care for the pet if the owner is incapacitated, expires or is otherwise unable to care for the pet.
- G. Fish. Size of tank or aquarium.

III. **Density of Pets** - Only one four legged warm blooded pet will be allowed per apartment. Only two birds will be allowed per apartment and only one aquarium will be allowed per apartment. The Mount Clemens Housing Commission only will give final approval on types and density of pets.

IV. **General Rules** - The resident agrees to comply with the following rules imposed by the MCHC:

- A. No pet shall be tied up anywhere on Housing Commission property and left unattended for any amount of time.
- B. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization of tenant.
- C. Doghouses are not allowed on Housing Commission property.
- D. Pet owners must comply with all applicable state and local public health, animal control and anti cruelty laws and regulations.

V. **No Pet Areas** - At no time will pets be allowed in any public area such as common space, playground areas, laundry rooms, sitting rooms, etc. Pets shall be maintained in the resident's apartment and taken out in the area specifically around the tenants unit (front/back/side of resident's yard only). Tenant is responsible for pick up and disposal of animal waste.

VI. **Pet Rule Violation and Pet Removal.**

- A. If it is determined on the basis of objective facts supported by written statement that a pet owner has violated a rule governing the pet policy, the Mount Clemens Housing Commission shall serve a Notice of Pet Rule Violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tendency or both.

- B. If a pet poses a nuisance, such as excessive barking, noise or whining which disrupts the peaceful enjoyment of other residents, owners will remove the pet from the premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspection.
- C. If a pet owner becomes unable, either through hospitalization or illness to care for the pet, and the person so designated to care for the pet in the pet owner's absence, refuses or is unable physically to care for the pet after a 24 hour limitation, the Mount Clemens Housing Commission can officially remove the pet.

VII. **Pet Damage Deposit** - A pet damage deposit will be required for dogs and cats only. However, all pet owners must comply with registration rules for all other pets. The pet damage deposit will be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including but not limited to the cost of repairs and replacements to and fumigation of the tenants dwelling unit. The amount of the pet damage deposit will be the maximum amount allowable under the state law.

The deposit for a pet dog or cat shall be \$250.00. The deposit is refundable when pet or family vacates the unit, less any amount owed due to damages.

Exceptions - Animals that are used to assist persons with disabilities are excluded from the requirements of this policy.

IV. **Types of Pets** - Any animal deemed to be potentially harmful to the health and safety of others including attack or fight trained dogs are prohibited and are not allowed as pets:

Pitbull Terriers, Rotweilers, Dobermans, German Shepherds, Chows, Collies, Dalmatians, Boxers, any mixed breeds that include these and mixed with wolf. No pregnant animals allowed. No animal shall exceed 25 pounds in weight projected to full adult size.

15 Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? **Two (2)**
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
MCHC Financial Statements June 30, 2007 - See Attachment "C"

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☒ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - ☐ Attached at Attachment (File name)
 - ☒ **Provided below:**

The Public Hearing and Resident meetings for the fiscal year 2008 was held on Tuesday, December 18th and Wednesday, December 19th, 2007. A total of 66 residents attended the two (2) sessions, one was held at mid-morning, and the other was held in the evening, all in an attempt to get as many residents to attend and provide input. Staff presented the proposed Annual Plan and the Five-(5) Year Plan. The questions, comments, and recommendations emerging from this meeting are as follows:

A. Apartment Painting - residents asked if money could be allocated for painting apartments?

Response: Yes, the CFP Funds can be used for this painting. The MCHC has instituted a five year cycle painting program where tenant's apartments are painted at least once every five years, or as necessary. Residents liked the idea of getting their apartments painted on the 5-year cycle.

- B. Air Conditioning - Can the Commission provide air conditioning units for the scattered family housing units?

Response: The MCHC will be soon be starting a pilot program to install thru-window A/C units on a few selected units. The plan includes the monitoring of the performance of the units, the extra electrical load on the unit's service, and the extra cost of electricity that will be the tenant's responsibility to pay. In the past, MCHC had considered central air conditioning and determined that this cost would be prohibitive.

- C. Residents requested new carpeting.

Response: MCHC replaces carpeting on an as needed basis and this item is inspected annually during the routine inspections. The determining factor for carpet replacement is the condition of the carpet, not the color or if it matches the resident's furniture.

- D. Residents wanted to know if any of the uneven sidewalks will be repaired?

Response: MCHC will do a walk through of all or the sites to determine priorities of what areas require work first and determine where and how much sidewalk repairs are needed.

- E. Residents voiced their concern over entry doors with mail chutes allow cold air in.

Response: Entry doors and seals are annually inspected, but residents need to call in work orders so that maintenance can adjust or reinstall weather stripping.

- F. Residents inquired about building a pool for the children in the scattered housing sites?

Response: Pools are cost prohibitive to build and maintain, and then there is the issue of liability to the MCHC, subsequently, there are no plans to build any pools on any site.

- G. One resident wanted to know if the MCHC could evict a neighbor for playing loud music and for allowing their children to hang on the walls?

Response: These are not CFP program issues. Your complaint should be registered by contacting the office.

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:

- ☐ Other: (list below)

B. Description of Election Process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip

to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents?
(If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations

C. Statement of Consistency with the Consolidated Plan [24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **2005-2011 Macomb County, Michigan**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ **The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.**
☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ **The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.**
☒ **Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)**
The Mount Clemens Housing Commission Needs Assessment
☐ Other: (list below)

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Macomb County Consolidated Plan States - The Mount Clemens Housing Commission Needs Assessment section identifies the number of households within the Macomb County urban area in need of housing assistance. The information comes directly from Macomb County's Consolidation Plan and from Mount Clemens Housing Commission records.

Housing Needs - According to information maintained by the Michigan State housing Development Authority there are a total of 9,881 assisted housing units located within Macomb County. Sixty-one separate developments are scattered throughout 15 local communities. Of these Developments, 26 have reserved 2,795 living units for elderly citizens. This figure represents 28.2 percent of the total available assisted housing units.

Since 1991, the County of Macomb has estimated the housing assistance needs of low and moderate income households and presented this data in the federally approved Comprehensive Housing Affordability Plan. The most recent and comprehensive available data on households by type, income and housing problems is contained in the 2000 Census. The accompanying presents the housing needs of the Macomb Urban County for Fiscal Year 2005 through Fiscal Year 2011.

Extremely Low-Income (0-30% MFI) - According to the Census, there are 7,487 households or 8.3% of all households within the Urban County, whose income is 30% or less of the Median Family Income. Owners make up 48.6% of this grouping and renters constitute 51.4% of the total.

Renter-occupied households (3,851) are divided among the elderly, 1,754 (45.6%), small related, 1041 (27.0%), large related, 158 (4.1%), and other households, 989 (23.3%). 72% of all renters who are classified as extremely low-income have cost burdens greater than 30%. There are 72% who have housing burdens greater than 50%.

Owner-occupied households (3,636) are divided among elderly, 2,097 (57.7%), and all others 1,539 (42.3%). 81% of all owners have a reported cost burden greater than 30% of their incomes. 55% of the owner-occupied have housing burdens greater than 50%.

Low-Income (31-50% MFI) - There are 8,210 households or 9.1% of all households with the Urban County whose income is 31-50% of the Median Family Income. Renters make up 35.7% of this grouping and Owners comprise the balance or 60.3% of the total.

Renter occupied households (3,261) are divided among elderly, 1,153 (35.4%), small related, 1,084 (33.2%). 71% of this group declares problems with housing. 73% experience cost burdens greater than 30%. Only 30% (1.42% drop over the Extremely Low Income Category) have cost burdens greater than 50%.

Owner-occupied households (4,949) are made up on 3,025 elderly households (61.1%) and 1,924 in an All Others Category (38.9%). On average, 61% in this grouping experience housing problems and 60% are cost burdens greater than 30%. Only 20% declare a cost burden greater than 50%.

Moderate-Income (51-80% MFI) - There are 14,359 households or 15.9% of all Urban County households that earn incomes that are considered Moderate by federal standards. In this designation, renters make up 4,387 or 30.6% and owners constitute 9,972 households or 59.4%

Moderate-Income rentals have 1,782 small-related households, and 1,631 all other households, contrasted with 637 elderly and 337 large family. 33% of this group are cost burdened more than 30% and only 1% is burdened greater than 50%.

4,058 owner occupants have incomes that are moderate and 12% are cost burdened greater than 30%. Only 2% have cost burdens that exceed 50%. In All Others Category, 5,914 households fall into designation and 39% are cost burdened greater than 30% and 6% have burdens, which exceed 50%.

Middle-Income (81-95% MFI) - There are 8,025 households or 8.9% of all households within the Urban County that earn between 81-95% of the Median Family Income. Renters total 2,039 or 25.4% and Owners total 5,986 or 74.6%.

Renters household in the middle income category have 176 (8.6%), elderly, 826 (40.5%), small related 169 (8.3%), Large related and 868 all other households (42.6%). 10% of the elderly are experiencing rent cost burdens greater than 30%.

Owners-occupancy with middle income ranges have 1,265 elderly (21.1%) and 4,721 in All Other Owners (78.9%). The elderly state that 9% are cost burdens are greater than 30 % of their income. In the All Other Category, this percentage increases to 21%.

Among the 90,136 households located in the Urban County, 22% have housing problems. This equates to 19,829 households. Of the 20,516 rental households, approximately 1 in every 3 units experiences housing problems. If you are an elderly residing in rental property, the chances of experiencing housing problems rise 54%. Of the 69,620 owner-occupant, 18% (1 in 5) experience housing problems. For the elderly, 25% (1 in 4) is experience housing difficulties.

Meeting Housing Needs

Finally, we are required to state how we intend to address our community housing needs to the extent practical. While we wish we could meet the needs in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to address the housing needs here in this community. There are two steps we can take in order to meet additional housing needs. We can apply for additional grant opportunities made available by the U.S. Department of Housing and Urban Development. We may also be able to work with the Mount Clemens Housing Corporation to utilize bond refunding proceeds that organizations accumulates under the provisions of the McKinney Act.

Other Information Required by HUD

Use this section to provide any additional information requested by HUD

1. Deviations From and Modifications To the Agency Plan - The Agency Plan is a living document, which shall serve to guide Mount Clemens Housing Commission operations and resource management. In the event that circumstances or priorities necessitate actions, which would represent a substantial departure from the goals, objectives, timetables or policies as set forth in the plan, the Mount Clemens Housing Commission will invite resident review and input prior to taking actions that would implement such substantial changes. Developments of subsequent Annual Plans shall be a vehicle through which updates and minor or routine modifications to the Agency plan are made. On an annual basis MCHC will review its progress toward the achievement of its goals and objectives and the existing policies and procedures, adequately address the needs of its constituents, stakeholders, and the agency. To the extent that those needs are not met by the elements at the existing Agency Plan the subsequent Annual Plan shall be written to reflect changes to goals, objectives, policies and procedures to address those needs.

In the event that the elements of the subsequent Annual Plan represent a significant departure from those of the existing Agency Plan, a significant amendment or modification to the Agency Plan will be undertaken. Under these circumstances, a full and participatory planning process will be used to obtain resident and stakeholder input. A draft of the substantially modified Agency Plan will be subject to the public review, comment and hearing process.

The MCHC will honor the current HUD definition of Substantial Deviation and Significant Amendment.

- Changes to rent or admission policies or organization of the waiting list;
- Addition of non-emergency work items (items not included in the current Annual Statement or 5 Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

2. Challenge Statement - The MCHC consists of 288 units of low-income public housing built between 1959 to 1975 and have many challenges:

- Providing safe, decent and affordable housing for low-income people.
- Maintaining housing stock that is almost 50 years standing
- Meeting the demands of more services with less revenue.
- Balancing services in an era of reduced funding.
- Meeting all HUD guidelines.
- Meeting the needs of our customers in an era of reduced funding.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment “A” - Resident Member on the PHA Governing Board (See Page 59).

Attachment “B” Performance and Evaluation Reports (P & E ‘s) as of 12/31/2007

- 2007 Capital Fund Program
- 2006 Capital Fund Program
- 2005 Capital Fund Program
- 2004 Capital Fund Program

Attachment “C” - Audit Findings as of June 30, 2007

- Finding 1: Upfront Income Verification (UIV) Discrepancies
- Finding 2: Control Deficiency – Lines of Authority

Attachment "A"

Resident Member on the PHA Governing Board

1. ☒ **Yes** ☐ **No**: Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

A. Name of resident member(s) on the governing board: **Pamela Rusin**

B. How was the resident board member selected (select one)

☐ Elected
☒ **Appointed**

C. The term of appointment is (include the date term expires): **01-31-2009**

2. If the PHA Governing board does not have at least one member who is Directly assisted by the PHA, why not? **N/A**
3. Date of next term expiration of a governing board member: **01-31-2009**
4. Name and title of appointing officials for governing board (indicate appointing official for the next position):

Mayor Barbara Dempsey

5. **Resident Advisory Board Members:**

Pamela Rusin
Chawanda Miles

Shirley Gates

William Earle
Janice Moore

Attachment “B”

**Mount Clemens Housing Commission
PHA Plan 2008**

Performance and Evaluation Reports as of December 31, 2007

for

2007 Capital Fund Program (pages 1 – 4 of 4)

2006 Capital Fund Program (pages 1 – 4 of 4)

2005 Capital Fund Program (pages 1 – 4 of 4)

2004 Capital Fund Program (pages 1 – 4 of 4)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

HA Name: MT. CLEMENS HOUSING COMM.	Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 07 Replacement Housing Factor Grant No.:	Federal FY of Grant 2007
--	---	--

☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☒ Revised Annual Statement/Revision Number ONE

☐ Final Performance and Evaluation Report
 ☒ Performance & Evaluation Report for Program Year Ending 12/31/07

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$30,000	\$40,000		
3	1408 Management Improvements Soft Costs	\$42,100	\$44,135	\$0	\$0
	Management Improvements Hard Costs				
4	1410 Administration	\$59,700	\$62,765	\$59,700	\$34,442
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$35,100	\$20,000	\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$33,179	\$33,179	\$0	\$0
10	1460 Dwelling Structure	\$250,061	\$250,061	\$0	\$0
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	\$450,140	\$450,140	\$59,700	\$34,442
21	Amount of Line 20 related to LBP Activities				
22	Amount of Line 20 related to Section 504 Compliance				
23	Amount of Line 20 related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X Earl Rickman, Executive Director	Signature of Public Housing director/Office of Native American Programs Administrator and Date X
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Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 07 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2007 Rev. #1; as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
PHA WIDE	<u>OPERATIONS</u>							
	A. Operations			<u>30,000</u>	<u>40,000</u>			
	SUB TOTAL	1406		30,000	40,000	0	0	
PHA WIDE	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Staff/Commissioner Training			11,200	5,000			
	B. Software Upgrades			2,250	5,000			
	C. Office Equipment			2,250	2,250			
	D. Maintenance Skill Training			6,400	3,000			
	E. Management Consultant			20,000	10,000			
	F. Modernization Co-ordinator			<u>0</u>	<u>18,885</u>			
	SUB TOTAL	1408		42,100	44,135	0	0	
PHA WIDE	<u>ADMINISTRATION</u>							
	A. Modernization Co-Ordinator			43,700	46,765	43,700	26,442	
	B. Portion of Staff salaries			<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>8,000</u>	
	SUB TOTAL	1410		59,700	62,765	59,700	34,442	
PHA WIDE	<u>FEES AND COSTS</u>							
	A. A & E Fees and costs			<u>35,100</u>	<u>20,000</u>			
	SUB TOTAL	1430		35,100	20,000	0	0	
PHA WIDE	<u>SITE IMPROVEMENTS</u>							
MI 28-2	A. Parking lot resurfacing/walks upgrade			20,700	20,700			
	B. Drainage Improvements			<u>12,479</u>	12,479			
	SUB TOTAL	1450		33,179	33,179	0	0	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 07 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2007 Rev. #1;as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
	<u>DWELLING STRUCTURES</u>							
	A. Paint buildings' exterior			12,000	12,000			
	B. Paint Unit Interior			17,000	17,000			
	C. Replace vinyl floor tile as needed			16,761	16,761			
	D. Replace kitchen cabinets			13,300	13,300			
	E. Repair closet doors			15,000	15,000			
	F. Install doorbells			6,000	6,000			
	G. Replace bathtubs with shower stalls			45,000	45,000			
	H. Replace water heaters			10,000	10,000			
	I. Repair and caulk soffits & fascias			8,000	8,000			
	J. Replace carpeting in select units			3,500	3,500			
	K. Replace cantilevered closets			10,000	10,000			
	L. Replace furnaces in family units			16,000	16,000			
	M. Bathroom upgrades			18,000	18,000			
	N. Boiler upgrade/replacement			10,000	10,000			
	O. Convert unit(s) to HDCP codes			10,000	10,000			
	P. Upgrade plumbing/heating system			4,000	4,000			
	Q. Replace windows			19,000	19,000			
	R. Repair/Replace generator			16,500	16,500			
	SUB TOTAL	1460		250,061	250,061	0	0	
	GRAND TOTAL			450,140	450,140	59,700	34,442	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: MT. CLEMENS HOUSING COMM.			Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 07 Replacement Housing Factor Grant No.:				Federal FY of Grant: 2007 Rev. #1; as of 12/31/07	
Development Number/Name	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
HA - Wide Activities	Original	Revised	Actual	Original	Revised	Actual		
	9/12/09			9/12/11				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

HA Name: MT. CLEMENS HOUSING COMM.	Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 06 Replacement Housing Factor Grant No.:	Federal FY of Grant 2006
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☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☒ Revised Annual Statement/Revision Number TWO

☐ Final Performance and Evaluation Report
 ☒ Performance & Evaluation Report for Program Year Ending 12/31/07

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0	\$45,905	\$0	\$0
3	1408 Management Improvements Soft Costs	\$22,100	\$4,686	\$2,078	\$2,078
	Management Improvements Hard Costs				
4	1410 Administration	\$54,000	\$58,000	\$58,000	\$58,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$40,800	\$0	\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$11,040	\$52,000	\$0	\$0
10	1460 Dwelling Structure	\$309,721	\$290,000	\$0	\$0
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$12,930	\$0	\$0	\$0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	\$450,591	\$450,591	\$60,078	\$60,078
21	Amount of Line 20 related to LBP Activities				
22	Amount of Line 20 related to Section 504 Compliance				
23	Amount of Line 20 related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X Earl Rickman, Executive Director	Signature of Public Housing director/Office of Native American Programs Administrator and Date X
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Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 06 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2006 Rev. #2; as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
PHA WIDE	<u>OPERATIONS</u>							
	A. Operations			<u>0</u>	<u>45,905</u>	<u>0</u>	<u>0</u>	
	SUB TOTAL	1406		0	45,905	0	0	
PHA WIDE	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Staff/Commissioner/Maint. Skill Training			17,600	2,078	2,078	2,078	
	B. Software Upgrades			2,250	0			
	C. Office Equipment			2,250	0			
	E. 504 Compliance audit			<u>0</u>	<u>2,608</u>			
	SUB TOTAL	1408		22,100	4,686	2,078	2,078	
PHA WIDE	<u>ADMINISTRATION</u>							
	A. Modernization Co-Ordinator			38,000	42,000	42,000	42,000	
	B. Portion of Staff salaries			<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	
	SUB TOTAL	1410		54,000	58,000	58,000	58,000	
PHA WIDE	<u>FEES AND COSTS</u>							
	A. A & E Fees and costs			35,100	0			
	B. Fee Accountant			<u>5,700</u>	<u>0</u>			
	SUB TOTAL	1430		40,800	0	0	0	
PHA WIDE	<u>SITE IMPROVEMENTS</u>							
	A. Parking lot resurfacing/walks upgrade			6,400	0			
MI 28-2	B. Landscaping - trim trees and shrubbery as needed			4,640	0			
PHA WIDE	C. Concrete improvements to sidewalks and drives			<u>0</u>	<u>52,000</u>			
	SUB TOTAL	1450		11,040	52,000	0	0	
PHA WIDE	<u>NON-DWELLING EQUIPMENT</u>							
	A. Maintenance vehicle			<u>12,930</u>	<u>0</u>			
	SUB TOTAL	1475		12,930	0	0	0	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 06 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2006 Rev. #2; as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
	<u>DWELLING STRUCTURES</u>							
MI 28-1,2	A. Paint buildings' exterior			14,700	0			
PHA WIDE	B. Paint Unit Interior			13,400	0			
MI 28-1,2	C. Replace vinyl floor tile as needed			28,481	0			
MI 28-3,4	D. Replace kitchen cabinets			17,600	0			
MI 28-1,2	E. Repair closet doors			32,000	0			
MI 28-1,2,3	F. Replace bathtubs with shower stalls in senior units			37,840	0			
MI 28-1,2	G. Replace water heaters			44,800	0			
MI 28-4	H. Repair and caulk soffits & fascias			3,200	0			
MI 28-3,4	I. Replace carpeting in select units			4,320	0			
MI 28-2	J. Replace cantilevered closets			21,280	0			
MI 28-2	K. Replace furnaces in family units			21,360	0			
MI 28-2	L. Stabilize building's foundation			21,860	0			
MI 28-2	M. Bathroom upgrades			4,240	0			
MI 28-2	N. Electrical upgrade to 100 AMP service			8,560	0			
MI 28-3	O. Boiler upgrade/replacement			21,360	45,000			
MI 28-4	P. Replace outmoded entrance system			10,720	0			
MI 28-4	Q. Upgrade plumbing/heating system			4,000	0			
MI 28-1,2	R. Install insulation in walls & outside wall closets			0	150,000			
MI 28-3	S. Remove tub and install walk-in showers in 14 ADA units			0	85,000			
	T. Sec. 504 unit modifications as recommended by 504 audit			0	10,000			
	SUB TOTAL	1460		309,721	290,000	0	0	
	GRAND TOTAL			450,591	450,591	60,078	60,078	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: MT. CLEMENS HOUSING COMM.			Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 06 Replacement Housing Factor Grant No.:				Federal FY of Grant: 2006 Rev. #2; as of 12/31/07	
Development Number/Name HA - Wide Activities	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
	7/17/08			7/17/10				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

HA Name: MT. CLEMENS HOUSING COMM.	Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 05 Replacement Housing Factor Grant No.:	Federal FY of Grant 2005
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☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☐ Revised Annual Statement/Revision Number ☐

☐ Final Performance and Evaluation Report
 ☒ **Performance & Evaluation Report for Program Year Ending 12/31/07**

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0		\$0	\$0
3	1408 Management Improvements Soft Costs	\$33,786		\$34,885	\$25,296
	Management Improvements Hard Costs				
4	1410 Administration	\$55,000		\$55,000	\$55,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$16,900		\$16,605	\$14,770
8	1440 Site Acquisition				
9	1450 Site Improvement	\$38,056		\$38,756	\$38,056
10	1460 Dwelling Structure	\$199,593		\$200,018	\$156,606
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	\$98,064		\$96,115	\$9,200
13	1475 Nondwelling Equipment	\$21,738		\$21,738	\$21,738
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	\$463,137		\$463,117	\$320,666
21	Amount of Line 20 related to LBP Activities				
22	Amount of Line 20 related to Section 504 Compliance				
23	Amount of Line 20 related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X Earl Rickman, Executive Director	Signature of Public Housing director/Office of Native American Programs Administrator and Date X
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Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 05 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2005 as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original (Per rev. #1)	Revised	Funds Obligated	Funds Expended	
PHA WIDE	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Staff/Commissioner Training			5,347		5,347	5,347	
	C. Office Equipment			11,732		11,732	5,949	
	D. Computer upgrades/replacements			<u>16,707</u>		<u>17,806</u>	<u>14,000</u>	
	SUB TOTAL	1408		33,786		34,885	25,296	
PHA WIDE	<u>ADMINISTRATION</u>							
	A. Modernization Co-Ordinator			40,000		40,000	40,000	
	B. Portion of Staff salaries			<u>15,000</u>		<u>15,000</u>	<u>15,000</u>	
	SUB TOTAL	1410		55,000		55,000	55,000	
PHA WIDE	<u>FEES AND COSTS</u>							
	A. A & E Fees and costs			10,000		9,705	7,870	
	C. Asset Management transition consultant			<u>6,900</u>		<u>6,900</u>	<u>6,900</u>	
	SUB TOTAL	1430		16,900		16,605	14,770	
PHA WIDE	<u>SITE IMPROVEMENTS</u>							
PHA WIDE	B. Landscaping - trim trees and shrubbery as needed			27,701		27,701	27,701	
PHA WIDE	C. Emergency drain/sewer cleaning			<u>10,355</u>		<u>11,055</u>	<u>10,355</u>	
	SUB TOTAL	1450		38,056		38,756	38,056	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 05 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2005 as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
	<u>DWELLING STRUCTURES</u>							
MI 28-1,2	D. Repair/replace closet doors			20,000		20,000		
MI 28-3	L. Elevator upgrade overage from 2004 CFP			62,813		63,238	62,813	
MI 28-2	M. Vacant Unit rehab			2,585		2,585	2,585	
MI 28-3	N. New telephone/door access system			14,195		14,195	9,650	
MI 28-3	O. Replace roof			<u>100,000</u>		<u>100,000</u>	<u>81,558</u>	
	SUB TOTAL	1460		199,593		200,018	156,606	
	<u>NON-DWELLING STRUCTURES</u>							
MI 28-1,2	B. Storage shed construction			<u>98,064</u>		<u>96,115</u>	<u>9,200</u>	
	SUB TOTAL	1470		98,064		96,115	9,200	
	<u>NON-DWELLING EQUIPMENT</u>							
PHA WIDE	A. Replace maintenance vehicle			<u>21,738</u>		<u>21,738</u>	<u>21,738</u>	
	SUB TOTAL	1475		21,738		21,738	21,738	
	GRAND TOTAL			463,137		463,117	320,666	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: MT. CLEMENS HOUSING COMM.			Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 05 Replacement Housing Factor Grant No.:				Federal FY of Grant: 2005 as of 12/31/07	
Development Number/Name	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
HA - Wide Activities	Original	Revised	Actual	Original	Revised	Actual		
	8/17/07			8/17/09				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

HA Name: MT. CLEMENS HOUSING COMM.	Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 04 Replacement Housing Factor Grant No.:	Federal FY of Grant 2004
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☐ Original Annual Statement
 ☐ Reserve for Disasters/Emergencies
 ☐ Revised Annual Statement/Revision Number ☐

☐ Final Performance and Evaluation Report
 ☒ **Performance & Evaluation Report for Program Year Ending 12/31/07**

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original (Per Rev #1)	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$97,397		\$97,397	\$97,397
3	1408 Management Improvements Soft Costs	\$9,071		\$9,071	\$9,071
	Management Improvements Hard Costs				
4	1410 Administration	\$56,000		\$56,000	\$56,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$27,355		\$27,355	\$27,355
8	1440 Site Acquisition				
9	1450 Site Improvement	\$0		\$0	\$0
10	1460 Dwelling Structure	\$297,166		\$297,166	\$297,166
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	\$486,989		\$486,989	\$486,989
21	Amount of Line 20 related to LBP Activities				
22	Amount of Line 20 related to Section 504 Compliance				
23	Amount of Line 20 related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date

X

Earl Rickman, Executive Director

Signature of Public Housing director/Office of Native American Programs Administrator and Date

X

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 04 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2004 as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original (Per Rev.#1)	Revised	Funds Obligated	Funds Expended	
PHA WIDE	<u>OPERATIONS</u>							
	A. Operations			<u>97,397</u>		<u>97,397</u>	<u>97,397</u>	
	SUB TOTAL	1406		97,397		97,397	97,397	
PHA WIDE	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Staff/Commissioner Training			8,452		8,452	8,452	
	B. Computer upgrade			619		619	619	
	C. Office Equipment			<u>0</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1408		9,071		9,071	9,071	
PHA WIDE	<u>ADMINISTRATION</u>							
	A. Modernization Co-Ordinator			40,000		40,000	40,000	
	B. Portion of Staff salaries			<u>16,000</u>		<u>16,000</u>	<u>16,000</u>	
	SUB TOTAL	1410		56,000		56,000	56,000	
PHA WIDE	<u>FEES AND COSTS</u>							
	A. A & E Fees and costs			<u>27,355</u>		<u>27,355</u>	<u>27,355</u>	
	SUB TOTAL	1430		27,355		27,355	27,355	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMM.		Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 04 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2004 as of 12/31/07
Development Number/Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
	<u>SITE IMPROVEMENTS</u>							
PHA WIDE	A. Parking lot resurfacing/walks upgrade			0		0	0	
MI 28-2	B. Landscaping - trim trees and shrubbery as needed			0		0	0	
	SUB TOTAL	1450		0		0	0	
	<u>DWELLING STRUCTURES</u>							
MI 28-1,2	A. Repair and caulk soffits & fascias			0		0	0	
MI 28-1,2	B. Replace vinyl floor tile as needed			1,835		1,835	1,835	
MI 28-1,2	D. Repair cantilevered closets & doors			0		0	0	
MI 28-1	E. Replace bathtubs with shower stalls in senior units			0		0	0	
MI 28-2	F. Bathroom upgrades: install new medicine cabinets, light fixtures, shower curtain rods, and repair tile as needed			0		0	0	
MI 28-3	G. Replace windows on selected basis			0		0	0	
MI 28-3	H. Upgrade hot water delivery system			0		0	0	
MI 28-3	I. Upgrade entrance level doors			0		0	0	
MI 28-4	J. Replace carpeting in dwelling units			0		0	0	
MI 28-4	K. Replace kitchen cabinets			0		0	0	
PHA WIDE	L. Painting of occupied units, phase III			10,771		10,771	10,771	
PHA WIDE	M. Vacant Unit rehab			5,973		5,973	5,973	
MI 28-3	N. Replace entrance doors			7,255		7,255	7,255	
MI 28-4	O. Common area carpet replacement			11,495		11,495	11,495	
MI 28-3	P. Elevator renovation			259,837		259,837	259,837	
	SUB TOTAL	1460		297,166		297,166	297,166	
	GRAND TOTAL			486,989		486,989	486,989	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: MT. CLEMENS HOUSING COMM.			Grant Type and Number Capital Fund Program Grant No.: MI28 PO28 501 04 Replacement Housing Factor Grant No.:				Federal FY of Grant: 2004 as of 12/31/07	
Development Number/Name	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
HA - Wide Activities	Original	Revised	Actual	Original	Revised	Actual		
	9/13/06			9/13/08				

Attachment “C”

Mount Clemens Housing Commission PHA Plan 2008

- Audit Finding 1: Upfront Income Verification Discrepancies w\
July 21, 2008 Commission’s Meeting Minutes
and EIV System & Process**
- Audit Finding 2: Control Deficiency – Lines of Authority w\
February 21, May 19, and June 16, 2008
Commission’s Meeting Minutes**

MT. CLEMENS HOUSING COMMISSION
Schedule of Findings
June 30, 2007

The following findings of the Mt. Clemens Housing Commission, for the year ended June 30, 2007, were discussed with the Executive Director, Mr. Earl Rickman, in an exit interview conducted December 28, 2007.

Finding 1: Upfront Income Verification (UIV) Discrepancies.

The Commission uses the UIV system, however, does not have a designated Security Officer or equivalent, a Security Policies and Procedure document, or Security Awareness Training for its employees.

Recommendation

The Commission uses the HUD-provided UIV tools, protects client confidentiality, and protects sensitive client data, however, the Commission has not provided required Security Awareness Training and does not have a written Security Policies and Procedure document.

I recommend the Commission prepare the required policy and provide training for its employees.

Reply

The Mt. Clemens Housing Commission shall establish written policies and procedures compliant with HUD for access and security and provide staff training.


The next item on the agenda miscellaneous. Under miscellaneous:

- Manager Vaughter answered the question from the June board meeting about what the initials "E.D.P" was on the Insurance Statement. E.D.P. meant Electronic Data Processing (i.e. computers). Also on that Insurance Statement of coverage was the expression "Inland Marine". This referred to equipment that is moveable such as lawnmowers and tractors, etc.
- Manager Vaughter asked the Board to approve a motion to close all waiting lists. Manager Vaughter explained that we have obtained enough applications to be able to address vacancies for the next 12 months. That in addition to those already on the waiting list, we have taken in an additional 143 applications since April 2008. It was moved by Commissioner Rusin, second by Commissioner Herrington to close all housing waiting lists. Upon voice vote the ayes and nays were as follows:

AYE: Leone, Marks, Walus, Rusin, Herrington

NAY: None

The motion carried.

- 
- Commissioner Herrington asked a question about who the actual owners are of all the Housing property- City or HUD and how do we know this? Commissioner Leone explained this question is currently being researched.
 - Director Rickman talked about a policy regarding the use of EIV System and Process. After responding to all questions relative to the Policy. It was moved by Commissioner Rusin, second by Commissioner Walus to approve the policy as presented. Upon voice vote the ayes carried the motion unanimously. The motion carried.

Having no other business come before the Commission, it was moved by Commissioner Herrington, second by Commissioner Walus to adjourn the meeting. Upon voice vote the ayes carried the vote unanimously.


AYE: Leone, Marks, Rusin, Walus, Herrington

NAY: None


The motion carried.

The meeting was adjourned at 9:25 p.m.

Respectfully submitted:



Director-Secretary
MCHCMET 07/21/08



Chairman

EIV System and Process

- EIV is an income discrepancy system (originally called UIV)
- EIV replaces the old TASS system –

- Staff training is to be regular and ongoing
- Staff training to include a session specific to security no less than annually

- EIV data is to be destroyed as soon as it has served its purpose and no later than the life of the participant file
- All data security measures to follow the MCHC Information Security Policy and the EIV Security Procedures – adhering to the most stringent at all times
- Access to EIV data to be limited and restricted to only those persons whose duties require access
- Data to be safeguarded physically in locked cabinets and rooms; and not left out unattended while under a current task
- Electronic safeguarding of information to follow the EIV Security Procedures and the MCHC Information Security Policy – adhering to the most stringent at all times
- User accounts to be limited and restricted to only those persons whose duties require access – security levels and access ability to be reviewed and monitored regularly\
- All sensitive data is destroyed through shredding. Individual pieces processed immediately through onsite shredder.

- MCHC EIV process will mirror current process with annual/interim reviews

- Participants are flagged thru EIV where there is approximately 55 a month (660 annual) discrepancy

- Manager pulls EIV report with monthly Annual Review list for action

- Staff to pursue needed verifications and manager to assist and ensure logged progress

- Individual file documents are to be maintained in each participant file

- Within each participant file, EIV review to exist immediately *prior* to current review (Most current review wanted on top – where EIV review generates interim and/or retro review - - this would then be the most current review to be found on top)

- Create a log in C Drive, and save as, EIV Log to be stored by only those who need access per MCHC security policy.
 - . The log should be in excel format with a tabbed worksheet for each month within a year. There will be a new log for each year (as/like inspections process).
 - . Log should contain the following –
Name (last, first), Address, Discrepancy Amt, Date, Action (within the date/action column, we will list each action taken and the date it was done)

Important Note: File documentation is extremely important. Anyone should be able to pull a tenant file together with our log and tell exactly what we've done.

Finding 2: Control Deficiency- Lines of Authority.

The Commission is a component unit of the city of Mt. Clemens; the Director and Occupancy Specialist are employees of the Commission, all other employees are city employees and members of unions. Issues arise when non union, non city employees are charged with the responsibility of Management and disciplinary actions.

Recommendation

The staffing of the Commission has evolved over the years; currently, the top management are not members of the union or city, and yet they are expected to manage the Commission's employees- when corrections or disciplinary actions are required, the Director has to appeal to the city and union to enforce any corrective actions; then the city or union reviews the case and chooses to either act upon the recommendations of management or dismiss the claim. This method of management is very counter-productive and ineffective; if the matter is not acted upon, the employees know what power (or lack of) the Director has regarding their actions.

I believe this constitutes a deficiency in operation; when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively. The lines of authority are broken when the Director lacks the apparent authority to implement disciplinary actions without gaining approval from the city or union.

I recommend the Commission consider one of the following alternatives:

- 1) Separate from the City, negotiate directly with the unions and have all the employees be Commission employees rather than City employees.
- 2) Have the Director and Occupancy specialist become City employees, thereby having direct line of authority over all employees within the Department.
- 3) Have a written understanding with the City that the Director has direct line authority with the right to discipline all Commission employees and speak on behalf of the City concerning union issues.

I believe any of the above would give the Director and Occupancy Specialist the authority to manage the staff.

Reply

The Board of Commissioners of the Mt. Clemens Housing Commission shall enter into negotiations with the City of Mt. Clemens' officials and City Manager in an attempt to resolve this issue.

The Director has no control over this governance function; however, I do provide pertinent information to the Commissioners for their review prior to making decision.


There will also be a need to have legal counsel direct the board on all matters that would change the working agreement and relationship between the City and the Housing Commission.

This matter is more complicated and far reaching than just stating we will change how we operate the Commission.

The next item on the agenda miscellaneous under miscellaneous:

Director Rickman provided some information about a quote from our current HVAC vendor, Greater Detroit Heating & Cooling they submitted a proposal to do the prevention maintenance and routine checks, safety checks on the boiler equipment at 50 Church Street for the amount of twenty-seven hundred dollars per year. To provide the same work at 24 Gratiot Court and 26 Gratiot Court and 101 Boehme for seven hundred and twenty-five dollars per year per development these quotes are flat quotes from last year. Greater Detroit Heating & Cooling did not go up on their rates for the calendar year of 2008. It was a recommendation of the administration to approve the proposal for HVAC maintenance program as presented. It was moved by Commissioner Herrington, second by Commissioner Marks to renew the contract to Greater Detroit Heating & Cooling as presented. Upon voice vote the ayes carried the vote unanimously the motion carried.

Under miscellaneous:

- Director Rickman shared with the Commissioners a change order request refreshing the memory of the Commissioners about five or six months ago the Commission approved a contract for the re-roofing at 50 Church Street. The contract amount the Commission approved was up to \$100,000.00 dollars the initial contract was for ninety-three thousand and three hundred and something dollars. The greatest part of change order number one about sixty-five hundred dollars would be absorbed and has already been approved in the contract.
- There was an additional projected seven thousand dollar charge for Change Order number two to replace concrete pavers, to apply thermo membrane over non-drain flat areas of the roof. Modernization Coordinator Joe Batchick was called and he was able to respond to any and all questions relative to this contract by the Commissioners it was a recommendation by this administration to approve the change order as presented. The change order would change the amount of the contract from one hundred thousand dollars to one hundred and seven thousand seven hundred and twenty three dollars. It was moved by Commissioner Marks, second by Commissioner Herrington to approve the change order as presented. Upon voice vote the ayes carried the motion unanimously.
-  Director Rickman requested the Commissioners provide their input on the direction the Commission needs to take regarding a letter that was sent to the Commission from legal Counsel Rex Bugress who was replying to the audit finding regarding the Mount Clemens Housing Commission separating from the City of Mt. Clemens for services etc. This was discussed in great detail the Commission wishes to move in the direction of having a conversation amongst the Commissioners coming up with a comprehensive list of possibilities, getting input from the Housing Commission staff, the Manager and the Director, getting input from the members of the Housing

the Manager and the Director, getting input from the members of the Housing Commissioners putting this list together and then a meeting with legal counsel Rex Burgess to go over thoughts and ideas the Commissioners come up with in terms of possibilities of remedy the situation of the audit finding.

- The Commissioners may receive telephone calls regarding the activity of the Commission. The Courts set the agreement of the eviction of an elderly, blind resident of Clemens Tower who has been an issue and a challenge for the Commission over the last three years. The living conditions of this person were deplorable, unacceptable by all standards, a series of failed unit inspections, series of court battles which we were finally able to prevail. The action of the court physically removed this person's property from Clemens Tower and placed them on the curb as we do with other residents who go through eviction. Earl was giving a heads up to the Commissioners so they wouldn't be caught off guard that the resident is elderly, blind and disabled.
- There were questions from Commissioner Leone regarding whether or not our funds with Comerica Bank has been collateralized or not.
- Commissioners Herrington raised issues relative to the agreement between the City and the Housing Commission, questions ask does the Housing Commission receive a reimbursement check from Blue Cross, Blue Shield at the end of the year?, He is aware the City receives reimbursement checks at the end of the year and he believes if this is the case then the Housing Commission should be receiving their portion of this reimbursement, also he further asked if the Housing Commission is being reimbursed for the Workman's Compensation benefit at the end of the year? Our response was yes the Housing Commission does receive a check from the City a portion from the reimbursement of Workman's Compensation pool.
- Commission Herrington also raised questions what code the City is using for the retirees that are currently being paid out by the Housing Commission? Also, requests the Housing Commission receive a copy of the invoice of the employee's we are paying under the retirement system.


AYE: Leone, Marks, Rusin, Herrington

NAY: None

The motion carried.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted:



Director-Secretary
MCHCMET 02/21/08



Chairman

Director Rickman shared with the Commissioners the findings from HR regarding are employees Health Insurance. There were questions asked whether or not the code that is being used by the City of Mt.Clemens for our retirees is not a standard code nor is it a code for Medicare based on the amount that we are paying and there is still questions by the Commissioners what and why there is differences in the amount of what we are paying for medical benefits for retirees and active employees.

→ Discussion was brought forward by the Commission what direction to go in regarding the separation. Director Rickman shared with the Commissioner a publication sent to the Commissioners regarding HUD's directions in the separating process. The Board of Commissioners requested at the June meeting there be a list developed by the staff to go over with the Commissioners those items in dispute with the City we feel can be resolved short of total separating from the City. It appears the main issue around the separation issue is the employee's relationship where it appears the administrative staff of the Housing Commission due to union contract are prohibited from evaluating and accurately supervising current unionized employees. This discussion will take place at the June meeting.

Director Rickman shared with the Commissioners a letter he sent to residents regarding an annual survey of HUD for residents satisfactory of services performed by the Housing Commission. As soon as we know the results we will get those results to the Commissioners.

A question asked by one the Commissioners. Do miscellaneous apply to any issues that can be brought forward by the Commissioners? Director Rickman shared with the Commissioner yes miscellaneous applies to any issues that can be brought forward by the Commissioner. Miscellaneous is the area where we catch everything that we did not have listed as an agenda item. Any time Commissioners wish to have specific items addressed on the agenda they can call the office and request an item be added to the agenda or we could always discussed those issues or topic under miscellaneous as we currently do.

Having no other business come before the Commission; it was moved by Commissioner Herrington, second by Commissioner Walus to adjourn the meeting. Upon voice vote the ayes carried the vote unanimously.

AYE: Leone, Marks, Walus, Herrington

NAY: None

The motion carried.

The meeting was adjourned at 8:31 p.m.

Respectfully submitted:



Director-Secretary
MCHCMET 05/19/08



Chairman

- Director Rickman brought forward a letter he passed out to the Commissioners from Legal Counsel Rex Burgess regarding the leasing agreement of 100 Orchard Street, the Hut. The Mt. Clemens Housing Commission had leased this property from the City of Mt. Clemens for five years for a \$1.00 per year with five year renewals. The contract states at any time either party could withdraw from the contract by giving advanced notice to one another. Correspondent was sent to Rex Burgess from the City of Mt. Clemens, they determined the need to acquire the property at 100 Orchard under the terms of the lease the contract would be terminated effective June 1, 2008. This item had been discussed by the Board of Commissioners at the May meeting with Director Rickman. There were no concerns from the Commissioners regarding the City taking back their property. The letter was a follow-up to finalize the lease agreement between the City of Mt. Clemens and the Mount Clemens Housing Commission for the property located 100 Orchard Street.
- • Conversation was held by the Board regarding the proposed working agreement between the City of Mt. Clemens and The Mt. Clemens Housing Commission. There have been some issues regarding unionized employees of the City and the Housing Commission. Commissioner Herrington presented a document to the Board entitled Talking Points between the Mt. Clemens Housing Commission and the City of Mt. Clemens. The issues in the document were discussed by the Board. The Board and the Administrative staff of the Housing Commission all reviewed the document and agreed to all of the points in the document as points that had been discussed earlier. A directive was given to Director Rickman to have a meeting with City Manager, Doug Anderson to talk about the issues that confront the Housing Commission in its relationship with the City of Mt. Clemens. If a working agreement could not be settled upon between the two entities a final recommendation from the Board would be discussed at another meeting of the Housing Commissioners.
- A request to have contractors particularly Bill Fierst invoices separately his painting items from the unit turn-over maintenance items. When we looked at one invoice it appears to be a very large amount of money to be paying someone to be painting a unit. Director Rickman assured he will contact Bill Fierst and inform him to separate his invoices between the painting and maintenance work.

Having no other business come before the Commission, it was moved by Commissioner Herrington, second by Commissioner Walus to adjourn the meeting. Upon voice vote the ayes carried the vote unanimously.

AYE: Leone, Marks, Herrington, Walus

NAY: None

The motion carried.

The meeting was adjourned at 8:43 p.m.

Respectfully submitted:



Director-Secretary
MCHCMET 06/16/08



Chairman